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# Record of Change

<b>Date</b>	<b>Part Affected (Include Section/Paragraph)</b>	<b>Date Posted</b>	<b>Who Posted</b>
9/2013	Manual Review and Maintenance added (pg. 7)	9/2013	Jasie Logsdon
9/2013	Triggers for Activation of Plan: Laboratory Triggers, Environmental Triggers, Criminal Intelligence Triggers, and Media Communication Triggers added. (Chapter 1, Section 7, pg. 17)	9/2013	Jasie Logsdon Lea Jacobsen Beth Fisher
9/2013	Step 9: Implement Control and Prevention Measures section expanded (Chapter 3, Section 1.9 pg.68)	9/2013	Jasie Logsdon Lea Jacobsen
9/2013	Management of Multiple Outbreak Investigations added (Chapter 3, Section 2.1, pg. 76)	9/2013	Jasie Logsdon Lea Jacobsen
9/2013	After Action Report: outline and instructions added (Chapter 4, Section 4 pg.88)	9/2013	Jasie Logsdon Lea Jacobsen
9/2013	After Action Report example added (Chapter 4, Example 4.3 pg. 102)	9/2013	Jasie Logsdon Lea Jacobsen
9/2013	Appendix A: Contact Agencies and Personnel: Contact list updated and organized by county/district	9/2013	Lea Jacobsen Jasie Logsdon Sandy Kelly
9/2013	Appendix B: Kentucky Timeline For Disease Reporting added, including Epid-200 Reportable Disease Form (pg. 136)	9/2013	Jasie Logsdon Lea Jacobsen
9/2013	Appendix D: Collection and Submission of Clinical Samples. Forms updated and Request for Laboratory Kits and Supplies added (pg. 151)	9/2013	Lea Jacobsen Carrell Rush
9/2013	Appendix G: Chain of Custody. Forms updated and example of completed form added (pg. 181)	9/2013	Lea Jacobsen
9/2013	Appendix H: Record of Complaint and Investigation. Example of completed form added.	9/2013	Jasie Logsdon Mark Reed Lea Jacobsen David Radle
9/2013	Appendix M: Kentucky Reportable Disease Statutes and Regulations. 214.990 Penalties Section added (pg. 244)	9/2013	Lea Jacobsen
9/2013	Appendix N: References and Websites. Mapping Resources section added (pg. 255)	9/2013	Lea Jacobsen Sara Robeson

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9/2013	All phone numbers and websites mentioned in the manual were checked for accuracy	9/2013	Lea Jacobsen
9/2013	Appendix K: Acronyms and Agency Abbreviations Updated	9/2013	Lea Jacobsen
10/2013	Chapter 2: Roles and Responsibilities. Updated section and flowcharts.	10/2013	Lea Jacobsen
10/2013	Chapter 4, Section 3, Outbreak Report format expanded and updated (pg. 85)	10/2013	Jasie Logsdon
10/2013	Chapter 4, Section 4, After Action Report section added (pg. 91)		
10/2013	Appendix B: Kentucky Field Guide for Foodborne and Waterborne Diseases changed to Appendix C: Kentucky Field Guide for Foodborne and Waterborne Diseases	10/2013	Lea Jacobsen
10/2013	Appendix C: Collection and Submission of Clinical Samples changed to Appendix D: Collection and Submission of Clinical Samples	10/2013	Lea Jacobsen
10/2013	Appendix D: Collection and Submission of Food Samples changed to Appendix E Collection and Submission of Food Samples	10/2013	Lea Jacobsen
10/2013	Appendix E: Collection and Submission of Water Samples changed to Appendix F: Collection and Submission of Water Samples	10/2013	Lea Jacobsen
10/2013	Appendix F: Chain of Custody changed to Appendix G: Chain of Custody	10/2013	Lea Jacobsen
10/2013	Appendix G: Record of Complaint and Investigation changed to Appendix H: Record of Complaint and Investigation	10/2013	Lea Jacobsen
10/2013	Appendix H: Sample Questionnaire changed to Appendix I: KDPH Enteric Disease Investigation Form	10/2013	Lea Jacobsen
10/2013	Appendix I: National Outbreak Reporting System (NORS) Forms changed to Appendix J: National Outbreak Reporting System (NORS)	10/2013	Lea Jacobsen
10/2013	Appendix J: Acronyms and Agency Abbreviations changed to Appendix K: Acronyms and Agency Abbreviations	10/2013	Lea Jacobsen
10/2013	Appendix K: Definition of Terms changed to Appendix L: Definition of Terms	10/2013	Lea Jacobsen
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10/2013	Appendix M: References and Websites changed to Appendix N: References and Websites	10/2013	Lea Jacobsen
01/2015	3.1.1 Step One: Prepare for Outbreak Investigation and Field Work – maintain food and water sample collection kits at the LHD (p. 48)	01/2015	Jasie Logsdon
01/2015	3.1.2 Step Two: Confirm the Existence of an Epidemic or an Outbreak – Notification of LHD Environmentalist of complaints; conduct environmental assessment; collect food samples (p. 50)	01/2015	Jasie Logsdon
01/2015	3.1.3 Step Three: Verify the Diagnosis – specimen collection, packaging, and shipping; laboratory flow charts (p. 54)	01/2015	Jasie Logsdon Carrell Rush
01/2015	Changed KDPH DOC to SHOC throughout manual	01/2015	Jasie Logsdon
02/2015	Removed Chain of Custody Form (Appendix G)	02/2015	Jasie Logsdon
02/2015	Updated Lab Form 504 in Appendix E	02/2015	Jasie Logsdon
02/2015	Updated Appendices order due to removal of Appendix G.	02/2015	Colleen Roberts
02/2015	Updated Appendix J: NORS Forms – new waterborne form and foodborne form	02/2015	Jasie Logsdon
01/2016	Updated Appendix A: Contacts for Outbreak Investigations	01/2016	Logan Ray
08/2017	Updated Appendix A: Contacts for Outbreak Investigations	01/2017	Jennifer Khoury Madison Liford
09/2017	Updated Appendix B: Timeline for Disease Reporting	09/2017	Carrell Rush
09/2017	Updated Appendix D: Clinical Samples	09/2017	Carrell Rush
09/2017	Updated Appendix F: Water Samples	09/2017	Carrell Rush
09/2017	Added Appendix I: Food Safety Branch Outbreak Sampling Protocol	09/2017	Carrell Rush
09/2017	Updated Appendices order due to addition of Appendix I	09/2017	Carrell Rush
09/2017	Updated Appendix I: NORS forms	09/2017	Carrell Rush
09/2017	Updated Appendix M: Kentucky Regulatory Statute	09/2017	Carrell Rush
09/2017	Added language to Roles and Responsibilities of Food Safety Branch (2.10)	09/2017	Carrell Rush
09/2017	Added Roles and Responsibilities of Milk Safety Branch (2.11)	09/2017	Carrell Rush

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09/2017	Added Roles and Responsibilities of Kentucky Department of Agriculture (2.18)	09/2017	Carrell Rush
08/2021	Chapter 2: Changed PFGE to WGS; Updated Figure 2 to change PFGE to WGS	08/2021	Jennifer Khoury
08/2021	Chapter 3: Updated external links	08/2021	Jennifer Khoury
08/2021	Updated Appendix A: Contacts for Outbreak Investigations	08/2021	Jennifer Khoury William McIver
08/2021	Updated Appendix B: Timeline for Reporting	08/2021	Kasey Rhodes
08/2021	Updated Appendix C: Kentucky Field Guide for Foodborne and Waterborne Diseases	08/2021	William McIver
08/2021	Updated Appendix D: Collection and Submission of Clinical Samples	08/2021	Jennifer Khoury
08/2021	Updated Appendix E: Collection and Submission of Food Samples	08/2021	Jennifer Khoury
08/2021	Updated Appendix F: Collection and Submission of Water Samples	08/2021	Jennifer Khoury
08/2021	Updated Appendix I with Enteric Disease-Specific Investigation Forms	08/2021	Jennifer Khoury
08/2021	Updated Appendix K: NORS Forms – new waterborne form and new foodborne form	08/2021	Jennifer Khoury
08/2021	Updated Appendix L: Acronyms and Agency Abbreviations to include WGS	08/2021	Jennifer Khoury
08/2021	Updated Appendix N: Kentucky Reportable Disease Statutes and Regulations	08/2021	Jennifer Khoury
08/2021	Updated Appendix O: References – external links	08/2021	Jennifer Khoury

# **Manual Review and Maintenance**

The Kentucky Foodborne and Waterborne Outbreak Investigation Manual will be reviewed on an annual basis. Updates will be made based upon the review of current Centers for Disease Control and Prevention (CDC) guidance, Council to Improve Foodborne Outbreak Response (CIFOR) guidance, other pertinent guidance, as well as improvement plans or corrective action plans developed from exercises and real-world events.